

Calendar of Events

# **How to Pack Materials for Return to the Testing Contractor**

# **Direct the Collection of Scorable Materials in the District**

### Collect Scorable Materials

- Scorable materials must be collected and returned by the date specified on the Calendar of Events for each administration.
- Ensure that campus coordinators use the following rules for packing materials.
  - Do not mix STAAR 3–8 materials with STAAR EOC materials or STAAR 5 and 8 retest materials.
  - Do not submit scorable materials from one administration with scorable materials from another administration.
  - STAAR and STAAR Spanish materials should be returned in the same shipment.

### □ Verify That Campus Coordinators Have Correctly Returned Scorable Materials

 Use the campus coordinator's checklist, How to Pack Materials, for returning scorable materials as a verification resource.

### □ Prepare Scorable Materials for Shipping

Follow the instructions below to pack scorable materials for shipment to the testing contractor.

- Return all scorable materials in the white boxes pre-labeled with the test administration label for that administration. These boxes were shipped in the district overage materials.
- Do not reuse boxes from previous administrations.
- The scorable materials must be collected and returned by the date specified on the Calendar of Events for each administration.
- All return labels are administration specific. Make sure that the administration on the label matches the test materials that you are returning.
- The STAAR Spanish materials must be returned along with the STAAR materials from the same administration.
- Do not mix STAAR 3–8 materials (this includes STAAR Spanish materials) with STAAR EOC materials in the same shipment.
- Do not return test materials from one STAAR administration with the materials from any other STAAR administration (e.g., April grades 5 and 8 and May grades 5 and 8). Each administration must be packed and returned separately, each with its own Answer Document Packing List (ADPL) and return shipping labels.

### PACKING MATERIALS FOR TESTING CONTRACTOR

#### NOTES



Assessment Management System

### ☐ Complete Answer Document Packing Lists (ADPLs)

- There are separate ADPLs for each administration.
- A pre-printed ADPL for each administration is included in the district coordinator packet. Blank ADPL forms for each administration can be downloaded from the Assessment Management System webpage.
- On the ADPL, write in by campus the number of students in each grade/subject that completed testing.
- Answer documents used for students taking STAAR Spanish should be counted with the other STAAR answer documents.
- It is important to complete the ADPLs accurately and return them with each shipment of scorable materials. If the quantities of the answer documents submitted for a campus do not match those listed on the ADPL, processing for the district may be delayed until the discrepancy is resolved. Reports for a district cannot be generated until its return shipment of scorable materials has been determined to be complete.
- Make sure the totals on the Campus and Group ID sheets match the quantities recorded on the ADPL and that these quantities are entered in the correct column and row for each campus on the ADPL.
- A sample district's completed ADPL is shown on the next page.



### MAY 2018 STAAR

Grades 3 and 4 (English and Spanish) Mathematics and Reading, Grades 6 and 7 Mathematics and Reading, Grade 5 (English and Spanish) Science, Grade 8 Science and Social Studies

#### ANSWER DOCUMENT PACKING LIST

This form should be completed by the district testing coordinator using the instructions on the back.

### **VERIFY ALL COUNTS BEFORE SHIPPING SCORABLE MATERIALS**

TEXAS DISTRICT 123-456

Campus Name and Number	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8
North Middle 00T						
South Elem 002	5	0	5	5	5	5
West Elem 003	45	45	45	45	45	45
East Elem 004	205	204	217	215	230	225
North Elem 005	0	55	155	51	157	59
Central Elem 006	0	215	250	250	235	215

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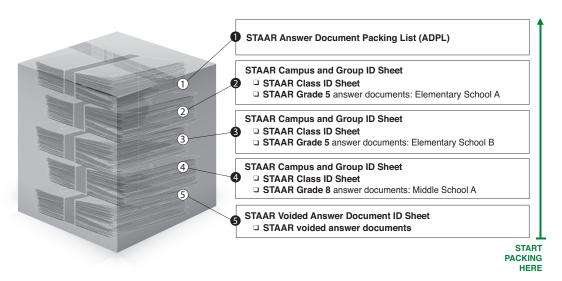
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### ☐ Pack All Scorable Materials

- The materials are packed according to the order of the campuses listed on the ADPL, beginning with the last campus listed and the quantity in the far right column.
- Place all voided answer documents in the bottom of the box first before adding completed campus answer documents as instructed above.
- Retain a copy of your ADPL for verification of your shipment's contents.
- Place the ADPL on top of the answer documents in the first district scorable return box. Apply the "ADPL ENCLOSED" label on the box. Campus returns should not be split across boxes.



### Sample Packing Order for District's Return of April STAAR Grades 5 and 8 Administration Scorable Materials

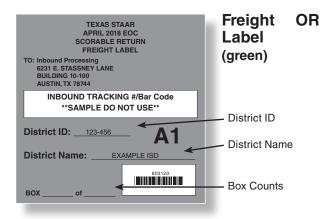


**NOTE:** Unused answer documents resulting from online testing can be returned accompanied by a Voided Answer Document ID Sheet.

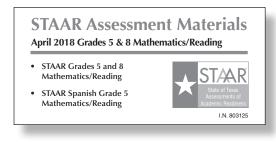
### Oversee Assembly and Shipping of Scorable Materials

### ☐ Complete Scorable Shipping Label for Each Box and Seal the Scorable Boxes Securely

- Before sealing each box, add an appropriate amount of package filler to keep materials from shifting.
- Verify that the applicable test administration label has been applied to each of your boxes.
- Apply your scorable return label on each of your boxes.
- Fill out the count of total number of scorable boxes per administration on the return shipping label (UPS Return Label or the Freight Label). Do not include nonscorable box counts.
- Be sure to record the return shipment tracking numbers of each administration for future reference.
- For additional labels, contact the Texas Assessment Support Center at 855-333-7770 for instructions.







Test Administration Label (pre-applied)

# Return All Scorable Materials to the Testing Contractor

### Organize Boxes for Delivery

- For freight returns, place all scorable materials on a pallet for pickup. Sort all scorable material (white boxes) onto a scorable pallet.
- Use the pre-printed bill of lading that was included in your district coordinator packet.

### ■ Pickup of Scorable Materials

- For parcel returns, contact UPS at 1-800-PICK-UPS two working days before the pickup date to request that your scorable materials be collected and returned.
- For freight returns, your pickup date is already scheduled with the carrier for the date district coordinators are scheduled to ship all scorable materials for the administration listed in the Calendar of Events. The carrier will contact you in advance to confirm date and time of pickup. If you need to change the date and time, arrange it with the carrier at this time.
  - Included in your district coordinator packet is a pre-populated bill of lading. This is the paperwork required by the carrier to transport your pallet(s) back to the vendor. Sign the bill of lading and have ready at the time of pickup. Be sure to retain a copy for your records.
- If you have any questions or issues ahead of the pickup, please contact the Texas Assessment Support Center at 855-333-7770.

Districts are required to retain shipping records for five years.

# Direct the Collection and Return of Nonscorable Materials

### ☐ Collect Nonscorable Materials from Campuses

- Test booklets grouped by grade for grades 3–8 assessments
- Test booklets grouped by course for EOC assessments
- Braille and large-print materials (if applicable)
- Unused blank answer documents
- Unused ID sheets

### ☐ Prepare Nonscorable Materials for Shipping

- Make sure that student answer documents have not been left in test booklets. If you find used answer documents that have been mistakenly left in test booklets, remove them and return with the scorable materials. If your scorable materials have already been returned, call the Texas Assessment Support Center at 855-333-7770 for instructions.
- Braille and large-print test booklets, STAAR regular-print test booklets included in the braille kits, and the specific braille instructions should be returned with the secure test booklets.

### ■ Pack Nonscorable Materials

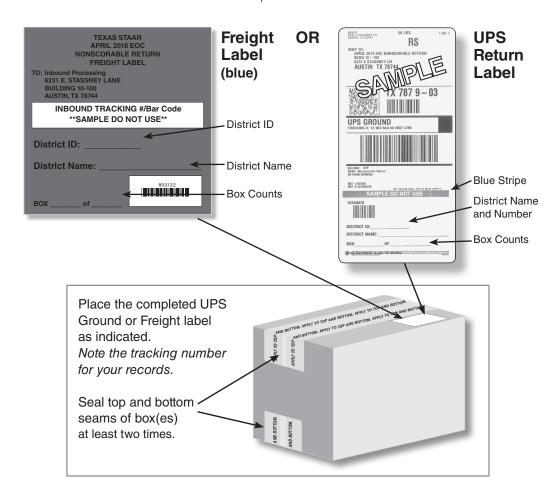
- Return nonscorable materials to the contractor by the dates indicated on the Calendar of Events.
- Pack for each administration of STAAR (including STAAR Spanish) either by campus or by district. If you are packing by campus, be sure that all the materials for a single campus and testing program are grouped together and packed in the box before adding materials from another campus.
- Do not mix STAAR 3–8, STAAR EOC, STAAR Alternate 2, and TELPAS materials.
- Stack nonscorable boxes on the pallet(s) and wrap tightly with pallet wrap film to ensure boxes do not shift while in transit.
- If shipping supplies are needed to return pallet(s), contact the carrier or the Texas Assessment Support Center at 855-333-7770 prior to pickup.



Calendar of Events

### Prepare Boxes for Shipping to Contractor

- District coordinators received UPS Ground Return Label(s) with a blue, red, or yellow stripe (dependent upon the administration) or blue, red, or yellow freight return label for use when returning the shipment of nonscorable materials.
  - Labels are shipped to each district in Box 1. If additional labels are required, contact the Texas Assessment Support Center at 855-333-7770.
- After packaging all the boxes, number them 1 of x, 2 of x, etc. Do not include scorable materials boxes in this count.
- Seal the boxes securely, and affix the nonscorable shipping labels to the boxes.
- Place the label on the box in the position shown:



- **Important:** When affixing the carrier label onto the nonscorable return box, be sure to cover any existing labels that were previously used for shipping purposes.
- Nonscorable shipping labels are specific to each administration. All unused labels and answer document return boxes should be destroyed at the completion of the administration.

### ☐ Pickup of Nonscorable Materials

- For parcel returns, contact UPS at 1-800-PICK-UPS two working days before the pickup date to request that your nonscorable materials be collected and returned.
- For freight returns, your pickup date is already scheduled with the carrier for the date district coordinators are scheduled to ship all nonscorable materials listed in the Calendar of Events. The carrier will contact you in advance to confirm date and time of pickup. If you need to change the date and time, arrange it with the carrier at this time.
  - Be sure to record the return shipment tracking numbers of each administration for future reference.
- If you have any questions or issues ahead of the pickup, contact the Texas Assessment Support Center at 855-333-7770.

Districts are required to retain shipping records for five years.